

APPLICATION FOR A SPECIAL EVENT - 2006

Date Received _____

CITY OF ROCHESTER
Department of Parks, Recreation, and Human Services
Office of Special Events
30 Church Street, Room 222B
Rochester, New York 14614
(716) 428-6690 (Fax) 428-7991

**Processing Fees must accompany this application for the review process to begin.
All processing fees are non-refundable.**

Name of Event:

Date of Event:

Purpose of Event:

Name of Sponsor Organization

Address-City-State-Zip

Phone

Responsible Person

Address-City-State-Zip

Phone

Email Address:

FESTIVAL - Processing Fee \$100.00

Applications must be submitted a minimum of 4 months before an event.

*An event is defined as a festival if one or more of the following situations occur: (1) An admission fee is charged; (2) Vendors sell food products/wares; (3) Carnival games/amusement rides are offered; (4) Attendance is double the estimated population in the area where the event is to be held; (5) Purpose of event is a fundraiser; (6) It interferes with parking, safe movement of pedestrians and/or vehicular traffic in the area; (7) Alcoholic beverages are sold; (8) a sports tournament is involved. **You must also notify 100% of the residents/landowners where street is to be closed, one week prior to event. Additional advance notification may be required for major events.***

Insurance Certificate is required. Police services costs will be determined upon an evaluation of the level of services needed. All other City services and equipment costs will be determined as needed.

LOCATION of Event: _____ TIME of Event: _____ To: _____
Set-up time: _____ Take Down time: _____

ACTIVITIES Planned, e.g. entertainment, vending, etc. _____

Estimate Attendance: _____

Will **alcoholic beverages** be served? ____ Sold? ____ *If on public property, a beer garden will be required, also an additional application is required along with Liquor Insurance.* Location of Beer Garden _____

Tent? ____ Where located? _____

Note: Tent permits require Fire Dept. 428-7037 and Zoning Dept. 428-7043 approvals

SECURITY Arrangements:

CLEAN-UP Arrangements:

STREET(S) to be closed: _____

*As a condition of permit approval, 100% of the residents on streets to be closed must be notified three weeks prior to event. At least 60% of the residents must agree to have the streets closed. **Signed petitions and street closing permit must be attached.***

OFFICE USE ONLY: Fees paid: ____ Processing ____ Police ____ Other

____ Applied to this application ____ Applied to Facility Use application ____ Insurance Certificate received on _____

BLOCK PARTY - Processing Fee \$20.00

Application must be submitted a minimum of 20 working days prior to the event.

Defined as events which are organized and held by residents of a street as a SOCIAL event. No attendance or participation fees are charged. However, food, goods, and services are often donated to support the event. If the block party attracts people from beyond the street, the event is NOT considered to be a block party.

STREETS to be closed: _____ TIME of event: _____

As a condition of permit approval, a signed petition and street closing permit MUST be attached to the application, with signatures of at least 60% of the residents/landowners on street being closed. You must also notify 100% of the residents/landowners where street is to be closed, one week prior to event. Additional advance notification may be required for major events.

ACTIVITIES planned:

ATTENDANCE Estimate:

SET-up time:

TAKE-down time:

CLEAN-UP Arrangements: _____

PARADES/MOTORCADE - Processing Fee \$50.00

Application for a parade must be submitted a minimum of 2 months prior to the event.

Application for an Educational or Church procession must be submitted a minimum of 20 working days. You may also be directed to use sidewalks due to public safety conditions and police staff availability.

A parade is defined as a public procession or march on the street from one destination to another. As a condition of permit approval, ALL residents, churches and businesses in the affected permit area must be notified of time, date and route by the applicant. You must also notify 100% of the residents/landowners where street is to be closed, one week prior to event. Additional advance notification may be required for major events. In order to determine police services, applicant must submit a realistic number of participants in the parade.

TIME of parade:

TIME of assembly:

PLACE of assembly:

TIME of disbandment:

PLACE of disbandment:

NUMBER OF Vehicles:

Walkers:

Marching bands:

Animals :

PARADE route (map must be attached):

RACES/WALKS - Processing Fee \$35.00

Application for a race/walk must be submitted a minimum of 2 months prior to the event.

ALL WALKS TAKE PLACE ON SIDEWALKS. As a condition of permit approval, all residents, churches and businesses in the affected permit area must be notified of time, date and route by the applicant. You must also notify 100% of the residents/landowners where street is to be closed, one week prior to event. Additional advance notification may be required for major events. ALSO A CERTIFICATE OF INSURANCE IS REQUIRED FOR RACES. There may be a Police fee charged for the event. City provided equipment and costs will be determined upon an evaluation of the level of services required. In order to determine police services, applicant must submit a realistic number of participants.

TIME of race/walk:

TIME of assembly:

PLACE of assembly:

RACE/ WALK time:

ENTRANCE fee:

PRE-registration: Yes

No

SPONSOR:

NUMBER of participants expected:

NUMBER of volunteer marshals:

ROUTE (map must be attached):

OTHER - Processing Fee \$35.00

Applications must be received a minimum of 20 working days prior to the event.

If you are using any portion of the street for your procession/march you must fill out the "parade/motorcade" section.

Under this category are Openings, Dedications, Rallies, Demonstrations and any other event that does not fall under any of the previous categories on this application.

NAME of Event:

SPONSOR(S):

TIME of Event:

NUMBER of participants expected:

LOCATION or ROUTE of Event: (Please attach map) STREETS to be closed: _____

As a condition of permit approval, a signed petition and street closing permit MUST be attached to the application, with signatures of at least 60% of the residents/landowners on street being closed. You must notify 100% of the residents/landowners where street is to be closed, one week prior to event.

SPECIAL EQUIPMENT REQUESTED

*All City equipment will be dropped off or picked up Monday - Friday, 8:00 a.m. thru 12:00 noon.
No guarantee of equipment availability. Please call 428-6690 if not received by 12:30pm.*

ITEM	QUANTITY	NAME/Address for Drop Off & Pick-up
Cardboard Barrels (\$2.00 per unit) (Block parties receive 2 cardboard barrels at no cost)	_____	_____
Metal Barricades (length 8 feet, \$5.00 per unit) (Block parties receive 4 barricades at no cost)	_____	_____
Snow Fencing (\$2.50 per 50 ft roll.--If city crew is to erect & remove, labor costs are determined on a case by case basis)	_____	_____
30 Yard Roll-off (approx. \$60/ton disposal fee)	_____	_____
Show Wagon- within City Limits (\$400.00 for 6 hrs. + \$50.00 each additional hour)	_____	_____
Asphalt Ramp (3'x10'; installed and removed; \$175.00 per unit)	_____	_____

POLICE SUPPORT SERVICES

All applications are reviewed by the Rochester Police Department for vehicular and pedestrian traffic control: (1) the proposed location is adequate for the size and the nature of the event; (2) the event does not unreasonably interfere with the activities of people living or working the area; (3) the event is not likely to cause injury to persons or property; (4) the event does not create a disturbance, cause disorderly conduct, or encourage or result in violation of the law; and (5) the availability of city equipment and services.

Check Services

Add all necessary details

Traffic control

Police escort

Special attention

RULES AND REGULATIONS

The Permittee:

1. Must have a responsible person available on site for entire event.
2. Must perform all required maintenance and clean-up of entire site during and after event.
3. Is responsible for payment for costs related to event and any damages to area or equipment. Replacement costs for equipment: metal barricades @ \$110 each, snow fencing @ \$25 per 50 foot roll.
4. Must possess permit during event.
5. Is responsible for all the activities permitted hereunder which must be operated in conformity with all applicable laws and regulations including, but not limited to, all safety and health laws as may apply. Participants are to obey all traffic control devices and/or police commands.
6. Is responsible for security to protect the internal operations of said activities.

The Special Event Permit is not transferrable.

The City :

1. Reserves the right to determine to whom permits are issued.
2. Can cancel the permit if the permittee is in violation of the terms and conditions of permit.
3. Is NOT responsible for any sums of money expended by permittee in anticipation of the planned activity.

Other Regulations:

Installation of Tents: A tent permit is required for any purpose on private or City owned property, including the right of way. For details regarding the installation of the tents, call the Fire Safety information office at 428-7037, and 428-7043 for Zoning information. Tent permits are not required for tents 400 square feet or less (20ft. x 20ft.)

Entertainment License: The general rule is that if you are on private property and are offering live entertainment to the public you are required to secure an entertainment center license prior to offering entertainment. An entertainment license is required for all events on private property which include public entertainment. Public entertainment includes any performance, concert, athletic contest or game, exhibition, show or entertainment including a disc jockey and dancing. For specific details, call the Rochester Police Department License Unit at 428-6543.

SEE THE SPECIAL EVENTS BROCHURE FOR ADDITIONAL DETAILS

Permittee hereby agrees to indemnify and hold harmless the City of Rochester, its officers and employees from any and all claims of damage to persons or property that may result from the activities permitted hereunder. The permittee shall, if requested, furnish Corporate surety or proof of insurance for such indemnity and in such amount as may be deemed requisite.

State of New York
County of Monroe ss:
City of Rochester

_____, being duly sworn, deposes and says that he/she is the true named applicant, or representative of said applicant, that the statements in said application are true.

Signature of Applicant: _____

Subscribed and sworn to before me this _____ day of _____, 20____

Commissioner of Deeds/ Notary Public Expires: _____